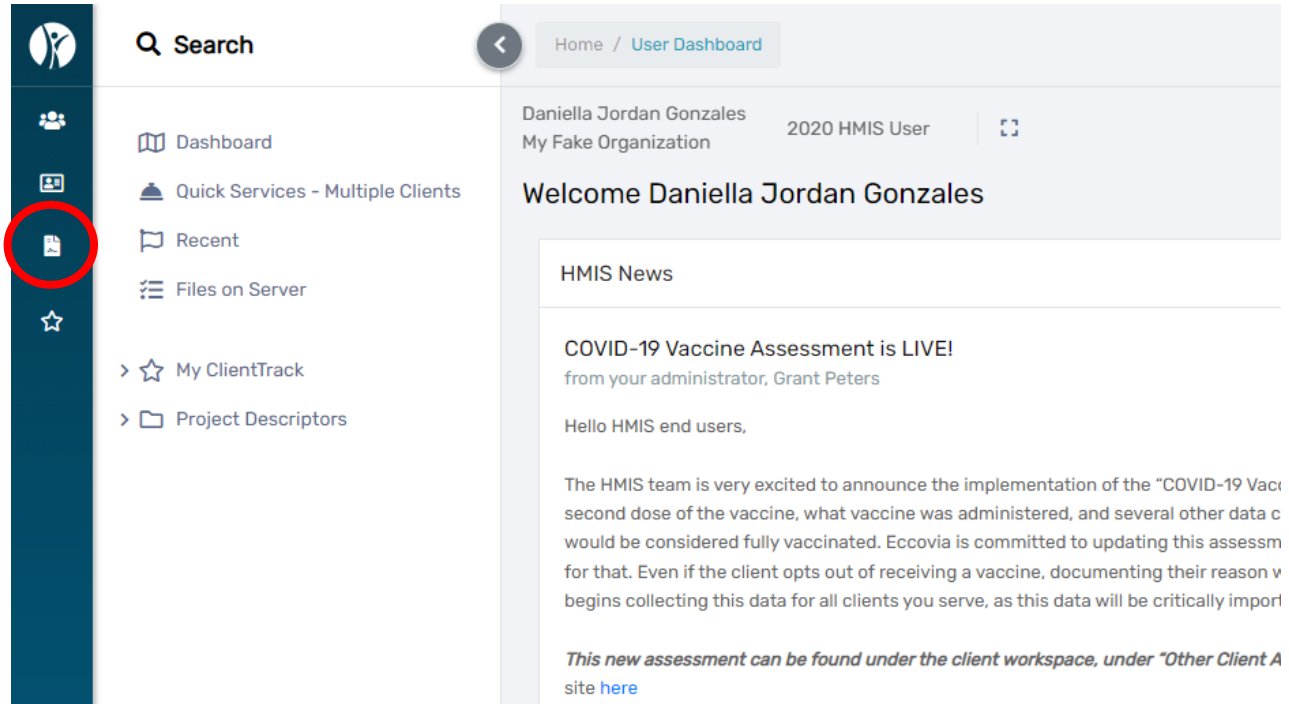


How to Run a Data Quality Report

1. Click on the file icon called “Reports”, located on the blue left-hand side menu as shown below.



2. Next, click on “**HMIS Reports**” on the while left-side menu. A drop-down will display; click on the “**HUD Data Quality Report**” tab as shown below.

The screenshot shows the HMIS interface. On the left, a sidebar contains a menu with 'Home' and 'Search' at the top. Below, there are icons for 'Data Explorer', 'Files on Server', and 'HMIS Reports'. The 'HMIS Reports' folder is expanded, showing a list of reports: 'HMIS Data Entry Timing Report', 'HUD Data Quality Report' (which is selected and circled in red), 'HOPWA APR', 'HOPWA CAPER', 'PIT Point in Time (2022)', 'PATH Annual Report (2019)', 'PATH Annual Report (2020)', and 'PATH Annual Report (2022)'. The main content area on the right displays a 'Welcome Daniella Jordan Gonzales' message and an 'HMIS News' section. The news item is titled 'COVID-19 Vaccine Assessment is LIVE!' and is from 'Grant Peters'. It includes a greeting 'Hello HMIS end users.' and a paragraph about the 'COVID-19 Vaccine ClientTrack system'. At the bottom, it states: 'This new assessment can be found under the client workspace, under "Other Client Assessment" helpful resources, can be found at the HMIS/DV ClientTrack BoS site [here](#)'.

3. Complete the report parameters as shown below. If you only select the organization and leave the grant and program parameters blank, the data quality reflected will be for all the projects within that organization.
 - a. **"Date Range"**
 - b. **"Organization"**
 - c. **"Grant(s)"** (Optional)
 - d. **"Program"** (Optional)
 - e. **"CoC Filter"** (Optional)
 - f. Click **"Run Export"** at the bottom of the page

The screenshot shows the '2022 HUD Data Quality Report' form. The form has two main sections highlighted with red boxes. The first section, 'Date Range', contains a dropdown menu set to 'Since This Date, Last Year' and date pickers for 'Begin Date' (11/09/2021) and 'End Date' (11/09/2022). The second section, 'Organization', contains a text input field with a dropdown arrow and a list of organizations: 'A Better Way', 'A Mother's Hope', 'Advantage Housing Inc', 'AIDS Ministries Elkhart', and 'AIDS Resource Group Evansville'. A blue checkmark icon is visible next to the list. The form also includes a 'Run Export' button at the bottom.

2022 HUD Data Quality Report

Grant(s)
This list displays grants that belong to the organizations you selected above. Indicate which grants should be included in the report by selecting each grant separately, or click the icon to select all.

Grant(s): ☐ Filter by Grant(s)

Program
A list of programs based on the grant selected.

Program Type:

Program: ☐ Filter by Program

CoC Filter
You may, optionally, identify a single CoC to filter the report results (HMIS implementations with only one CoC do not need to do so). If specified, this CoC must match either the client's enrollment head of household CoC or (if that is blank) then this location must match one of the CoC locations identified for the associated program.

State Filter for CoC:

Detail Export
Click the Run Export button to generate a separate task to generate the Detail Export. Indicate the SSN Masking to be used in the Detail Export.

SSN Masking:

[Run Export](#)

Report **Schedule Report** Cancel

- The **"Export Encryption"** pop-up box will appear. Create a password and type the password in the **"Password"** and **"Confirm Password"** fields, and then click **"Done"** as shown in the screenshot below.

The screenshot shows a web application interface for generating reports. On the left is a dark blue sidebar with navigation icons and a list of reports. The main content area is titled '2022 HUD Data Quality Report'. An 'Export Encryption' dialog box is open in the foreground, containing instructions and configuration options for exporting data. The dialog box has a title bar with a close button. The main text explains the importance of encryption for personal information. Below this, there are checkboxes for 'Encrypt Export' (checked), 'Include Header Row in CSV File(s)' (checked), and 'Always Quote CSV Values(s)' (unchecked). There are also input fields for 'Password' and 'Confirm Password', both masked with dots. A blue 'Done' button is located at the bottom right of the dialog box. The background shows the 'CoC Filter' and 'Detail Export' sections of the report interface.

Home Search

Reports / ClientTrack Form

2022 HUD Data Quality Report

my Fake Organization Coordinated Entry (n/a)

Export Encryption

If you choose to not to encrypt your export, the file exported may contain person identifying information in plain text. All appropriate cautions should be exercised to ensure the protection of this information.

Indicate if the exported file(s) should include a header line at the beginning of the file that indicates what each of the values in the CSV file represent and if values in the CSV should *always* be enclosed in double-quotes.

Encrypt Export: ☒

Password: *

Confirm Password: *

Include Header Row in CSV File(s): ☒

Always Quote CSV Values(s): ☐

Done

CoC Filter

You may, optionally, identify a CoC. If specified, this CoC must match the CoC identified for the associated program.

Detail Export

Click the Run Export button to generate the report. Indicate the SSN Masking to be used.

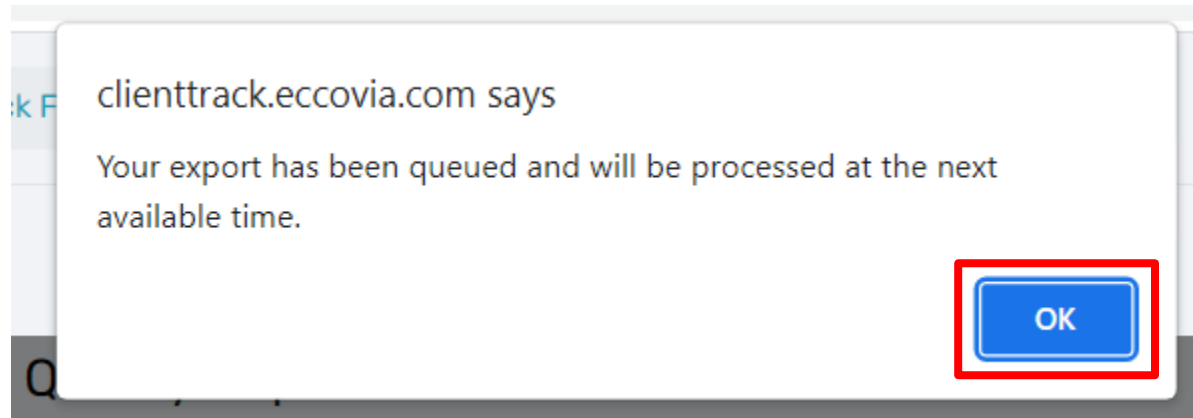
Administrative Reports

- HMIS Data Entry Timing Report
- HOPIWA APR
- HOPIWA CAPER
- PIT Point in Time (2022)
- PATH Annual Report (2019)
- PATH Annual Report (2020)
- PATH Annual Report (2022)

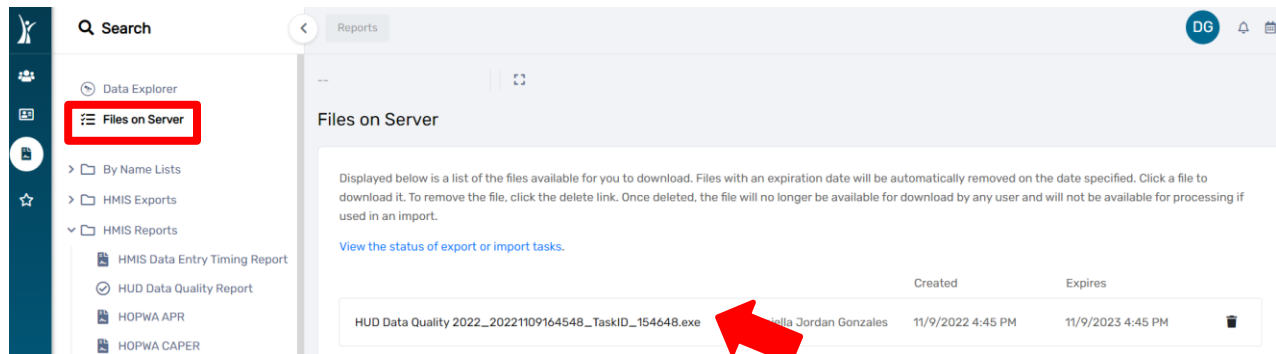
Client Reports

- Administrative Reports
- Client Reports
- Enrollment Reports
- Referral Reports

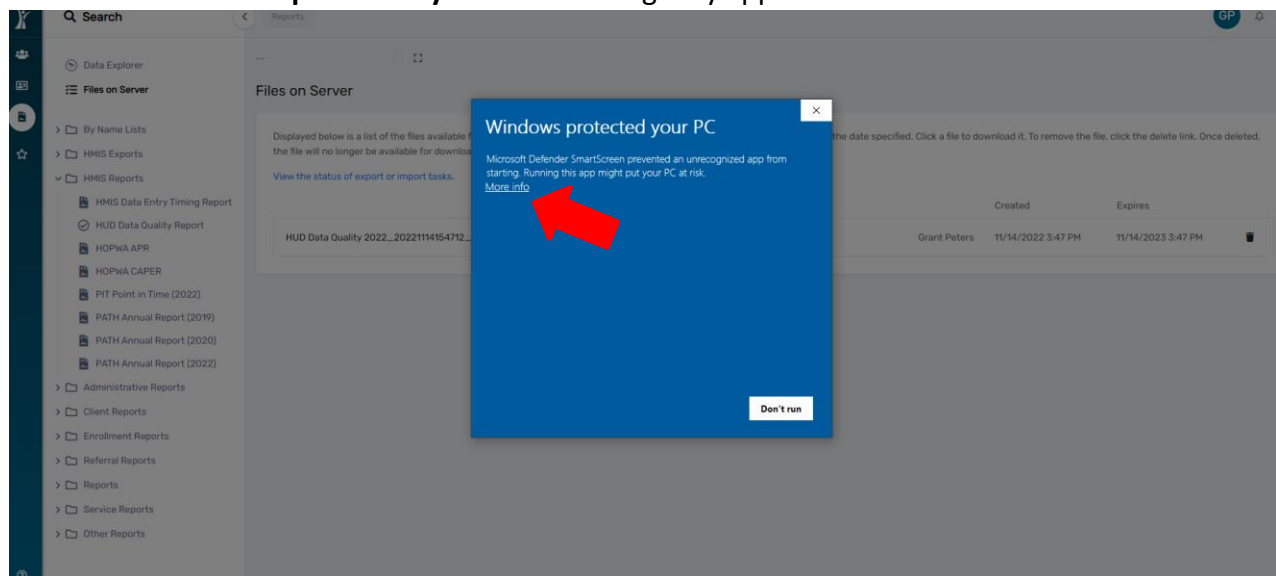
5. A message from ClientTrack will appear informing you the export has been queued. Click **"OK"**.



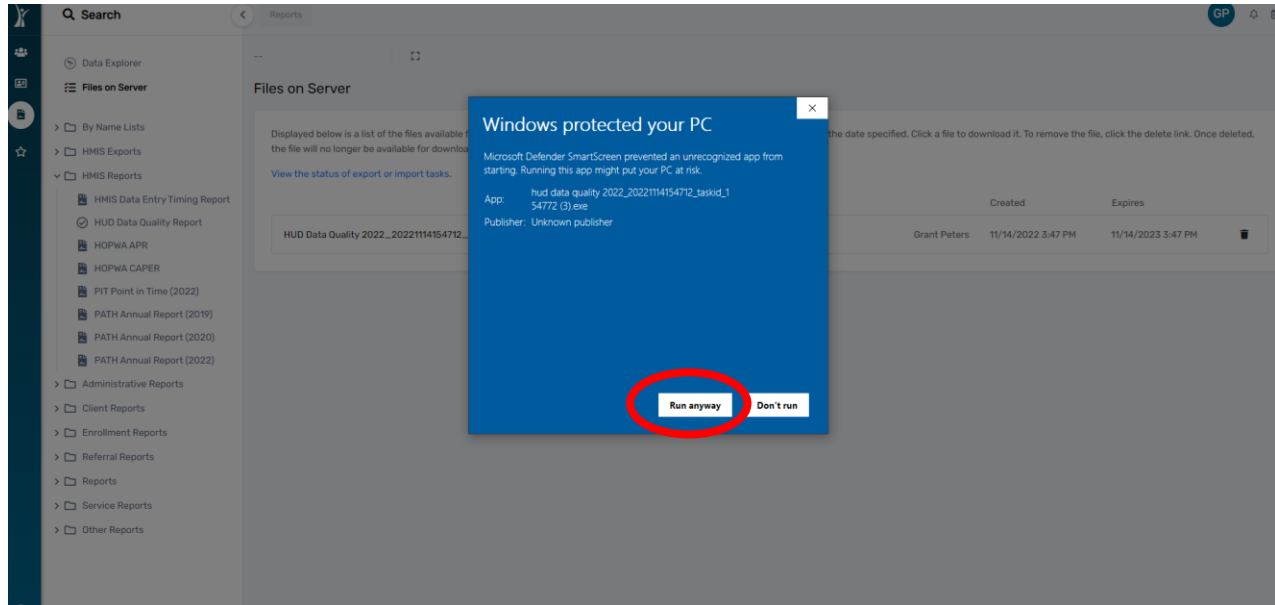
6. To view the report, click on the menu option **“Files on Server”** located on the left-hand side of the screen in the white menu as shown below. The queued report will appear as **“HUD Data Quality 2022”**, click on it to download the report.
7. The report will download to your computer. To open the file, click on the **“HUD Data Quality”** box in the bottom left corner of the screen, then click **“Open”**.



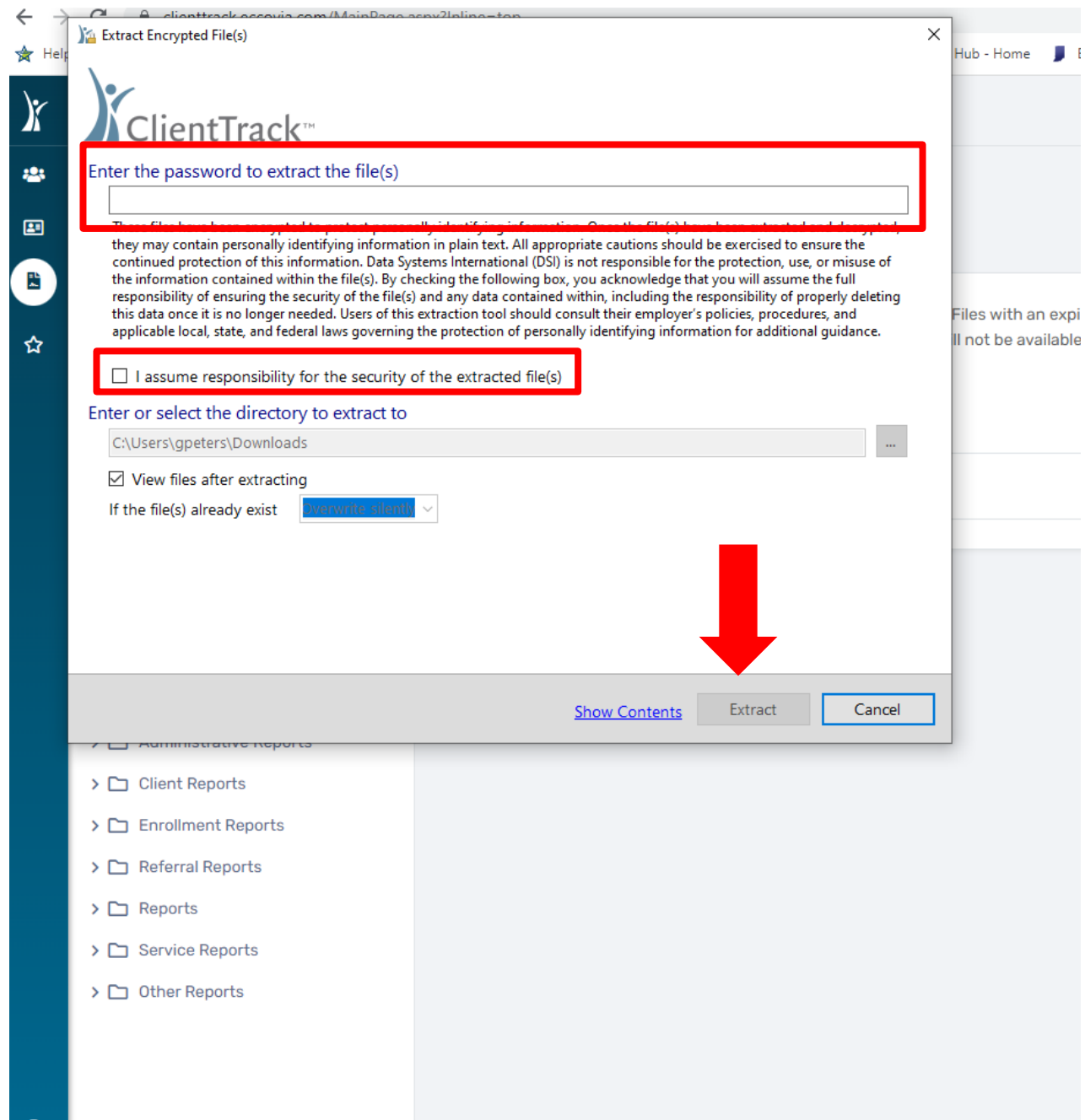
8. A **“Windows protected your PC”** warning may appear. Click on **“More Info”**.



9. A second warning window will appear. Click on **“Run Anyway”**.

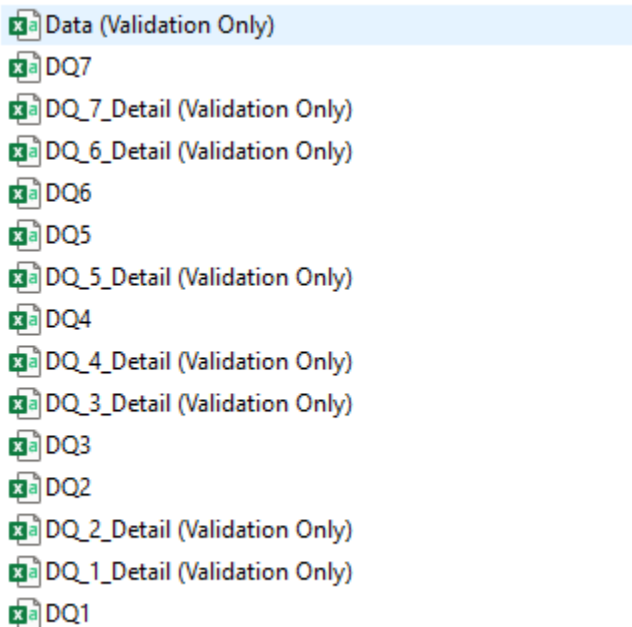
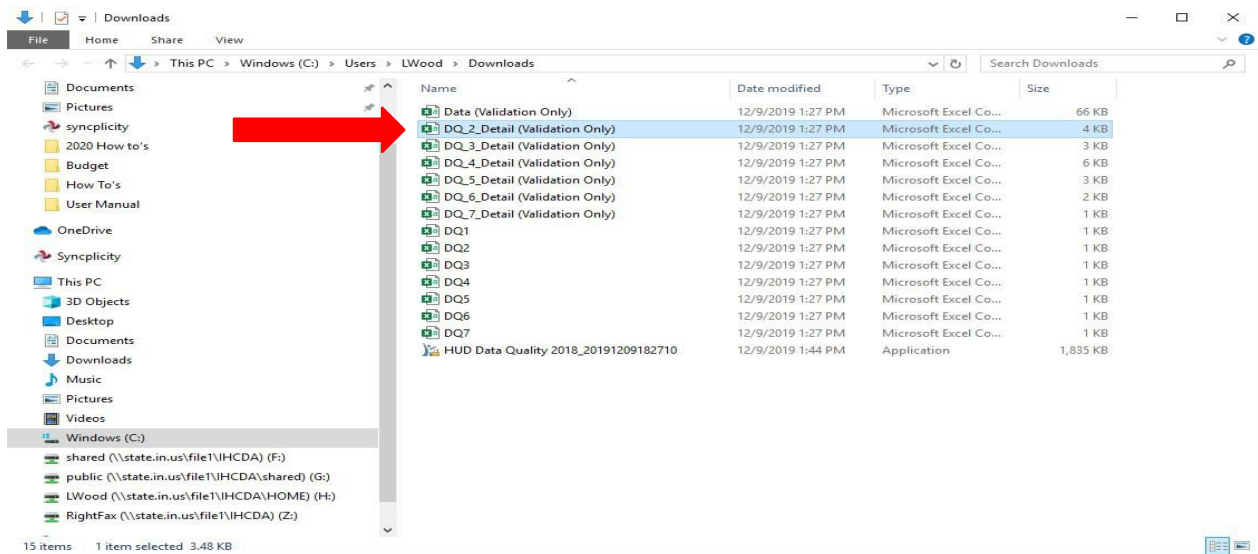


10. The “**Extract Encrypted File(s)**” message box will appear.
11. Enter the password you chose earlier during the **process** to extract the file(s).
12. Click the check box “**I assume responsibility for the security of the extracted files(s)**.”
13. Next, click “**Extract**” as shown below.



14. The report files will be saved to your computer.

15. Click on the individual Excel files to view the data information.



16. An Excel spreadsheet will open and display the client level data. Double click on the column headings to expand the columns.

DQ_2_Detail (Validation Only) - Excel							
File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat							
Clipboard		Font		Alignment		Number	
A1		Data Element					
A	B	C	D	E	F	G	H
1	Data Element	clientid	Name	Client Doesnâ€™t Know/Refused	Missing	DataIssue	DataIssueReason
2	Social Security Number (3.2)	12	Tester, Test		Yes	SSN Quality Value	
3	Social Security Number (3.2)	13	M, J	Yes			
4	Social Security Number (3.2)	14	Map, Michelle		Yes	SSN Quality Value	
5	Social Security Number (3.2)	105	Smith, Cayden J		Yes		
6	Social Security Number (3.2)	106	McDonald, Ronald		Yes		
7	Social Security Number (3.2)	112	Smith, Jeremy J	Yes			
8	Social Security Number (3.2)	113	Grill, Mexican	Yes			
9	Social Security Number (3.2)	115	McDonald, Jessica		Yes		
10	Social Security Number (3.2)	116	sun, fro	Yes			
11	Social Security Number (3.2)	140	Taylor, Mitch		Yes	SSN Quality Value	
12	Social Security Number (3.2)	167	Thomas, Wendy		Yes	Number does not conform to SSA rules	
13	Social Security Number (3.2)	222	purvis, walter	Yes			
14	Social Security Number (3.2)	226	Smith, Timothy		Yes	SSN Quality Value	
15	Social Security Number (3.2)	239	Overton, Vivian	Yes			
16	Social Security Number (3.2)	372	Sky, Gray	Yes			
17	Social Security Number (3.2)	408	Test, Test	Yes			
18	Social Security Number (3.2)	437	Receiver, Telephone	Yes			
19	Social Security Number (3.2)	452	asdfsdf, asdfas	Yes			
20	Social Security Number (3.2)	453	asasf, assad	Yes			
21	Social Security Number (3.2)	524	mic, dav	Yes			
22	Social Security Number (3.2)	529	chr, dav	Yes			
23	Social Security Number (3.2)	540	Tell, Will		Yes	Number does not conform to SSA rules	
24	Social Security Number (3.2)	547	Chapel, Love		Yes	SSN Quality Value	
25	Social Security Number (3.2)	554	Mouse, Mighty		Yes	Number does not conform to SSA rules	
26	Social Security Number (3.2)	618	Compton, Heidi		Yes	SSN Quality Value	
27	Social Security Number (3.2)	1938	riddle, linda	Yes			
28	Social Security Number (3.2)	1950	Flower, May		Yes	Number does not conform to SSA rules	
29	Social Security Number (3.2)	1976	Snake, Mickey		Yes	Number does not conform to SSA rules	
30	Social Security Number (3.2)	1990	Jagger, Mick		Yes	Number does not conform to SSA rules	
31	Social Security Number (3.2)	1992	Daniel, Dear		Yes	SSN Quality Value	
32	Social Security Number (3.2)	2053	see, leah		Yes	SSN Quality Value	
33	Social Security Number (3.2)	2099	ken, smith	Yes			
34	Social Security Number (3.2)	2127	Doe, John		Yes	SSN Quality Value	
35	Social Security Number (3.2)	2130	Reiss, Johnnie	Yes			
36	Social Security Number (3.2)	2133	Luv, Brevan		Yes	SSN Quality Value	
37	Social Security Number (3.2)	2136	Mouse, Mickey	Yes			
38	Social Security Number (3.2)	2140	mouse, jenny	Yes			
39	Social Security Number (3.2)	2141	Gibby, Kelly		Yes		
40	Social Security Number (3.2)	2146	Luv, Hannah		Yes	SSN Quality Value	
41	Social Security Number (3.2)	2226	mcdonald, andy		Yes	Number does not conform to SSA rules	
42	Social Security Number (3.2)	2406	white, matthew	Yes			
43	Social Security Number (3.2)	2768	Mooy, Kay		Yes	Number does not conform to SSA rules	
44	Social Security Number (3.2)	2866	Pumpkin, Susan		Yes	Number does not conform to SSA rules	

17. An Excel spreadsheet will open and display the client level data. Double click on the column headings to expand the columns.

Data Element	clientid	Name	Client Does Missing	DataIssue	DataIssueReason	EnrollID	EnrollDate	ExitDate	ProgramName
Social Security Number (3.2)	1027566	Client, Fake	Yes			1675725	2/10/2022 0:00	6/16/2022 0:00	My Fake Organization ES (ES-R8)
Social Security Number (3.2)	1048322	Polo, Marco		Yes	SSN Quality Value	1675746	6/14/2022 0:00		My Fake Organization ES (ES-R8)
Social Security Number (3.2)	1048324	Merkel, Mini		Yes	Number does not conform to SSA rules	1675748	6/14/2022 0:00		My Fake Organization ES (ES-R8)
Social Security Number (3.2)	1048331	Turtle, Michelangelo		Yes	Number does not conform to SSA rules	1675759	10/24/2022 0:00		My Fake Organization ES (ES-R8)
Social Security Number (3.2)	1048335	Berries, Red		Yes	Number does not conform to SSA rules	1675769	11/7/2022 0:00	11/7/2022 0:00	My Fake Organization ES (ES-R8)
Race (3.4)	1048331	Turtle, Michelangelo	Yes			1675759	10/24/2022 0:00		My Fake Organization ES (ES-R8)

18. Identify the data issues then open the client record using the client ID in HMIS to correct the client's information.

Please contact the HMISHelpDesk@ihcda.IN.gov for additional assistance with HMIS records.

Please contact the DVHelpDesk@ihcda.IN.gov for additional assistance with DV ClientTrack records.